

# MICHIGAN

---

## Instruction Manual for Electronic Motor Fuel Tax Filing

---



Version 1.0  
March 2003

## Notice from the Michigan Department of Treasury

You should have already received a letter from the Michigan Department of Treasury describing the new electronic filing standards mandate. Included with the letter were a Trading Partner Agreement and an application for electronic filing. As some companies will be filing as both terminal and supplier, you may have received more than one application depending on the services you provide. These documents are crucial to your participation and success in the electronic filing program.

Filling out the application completely is a mandatory and essential step in your participation in the electronic filing program. Once your completed application is received and processed by Treasury, a user-id and password will be issued to you. It is important to note that you will **not** receive your user-id and password until you have submitted your application.

If you have not received a letter or have misplaced your copy, please call the Customer Contact Division, Special Taxes Section at (517) 636-4600.

# Table of Contents

<b>INTRODUCTION .....</b>	<b>2</b>
NOTICE FROM DEPT. OF TREASURY.....	2
<b>APPLICATION.....</b>	<b>4</b>
COMPLETING THE APPLICATION .....	4
<b>LOGGING ONTO THE SYSTEM.....</b>	<b>6</b>
UPLOADING FILES .....	12
<b>CONFIRMATION AND PRINT PAGE .....</b>	<b>13</b>
<b>EXITING THE SYSTEM.....</b>	<b>14</b>
<b>FIRST-TIME USERS - HOW TO TEST YOUR FILES .....</b>	<b>15</b>
<b>QUESTIONS .....</b>	<b>15</b>

# Application

## Steps for Completing an Application

Please refer to Graphic 1.1 on the following page for assistance in completing your application. The numbers preceding the instructions listed below refer to the numbered fields on the application form.

- 1-12. Please complete all identifying information.
- 13-14. These fields are for Treasury use only.
  
- 15. Indicate the type of file you will be submitting. Any of the transmission format methods listed are acceptable, but you can choose only one option. Please do not attempt to select multiple filing methods. If you are unsure of your filing type please feel free to call the Customer Contact Division, Special Taxes Section at (517) 636-4600.
  
- 16. An authorized person must sign the certification in order for the application to be accepted. If the application is submitted without a signature, it will be considered incomplete, and your participation in the electronic filing program may be delayed. You will be contacted by telephone if your application is not complete; correction and re-submittal will be requested.

## Supplier Electronic Filing Application

This form is issued under authority of P.A. 402 of 2000. Filing is mandatory.

Company Name <b>1</b>	Application Date <b>2</b>		
Mailing Address <b>3</b>	City <b>4</b>	State <b>5</b>	Zip Code <b>6</b>
FEIN Number <b>7</b>	Phone Number <b>8</b>	Fax Number <b>9</b>	
Electronic Filing Contact Person <b>10</b>	Contact Person Phone Number <b>11</b>	Contact Person Email Address <b>12</b>	

### State Use Only

MFT Account ID: **13** FTP Server User ID: **14**

### IDENTIFY TRANSMISSION FORMAT METHOD **15**

- ☐ ANSI X.12 813 4030      ☐ XML  
☐ ANSI X.12 813 4010      ☐ OTHER X.12 813 Version: \_\_\_\_\_  
☒ ASCII Flat File

**INTERNET FTP SERVER DISCLAIMER:** The system is for the use of authorized clients only. Individuals using the computer network system without authorization, or in excess of their authorization, are subject to having all their activity on this computer network system monitored and recorded by system personnel. To protect the computer network system from unauthorized use and to ensure the computer network systems is functioning properly, system administrators monitor this system. Anyone using this computer network system expressly consents to such monitoring and is advised that if such monitoring reveals possible conduct of criminal activity, system personnel may provide the evidence of such activity to law enforcement officers. Access is restricted to authorized users only. Unauthorized access is a violation of state and federal, civil, and criminal laws.

### CERTIFICATION

Authorized Signature <b>16</b>	Title <b>17</b>	Date <b>18</b>
-----------------------------------	--------------------	-------------------

Send applications to:  
Michigan Department of Treasury  
Customer Contact Division  
Special Taxes  
Lansing, MI 48922

[www.michigan.gov/treasury](http://www.michigan.gov/treasury)

Graphic 1.1

# Logging onto the System

Once you have submitted your application and Treasury approves it, you will receive a user-id and password via Postal mail. For security purposes, this information will not be e-mailed.

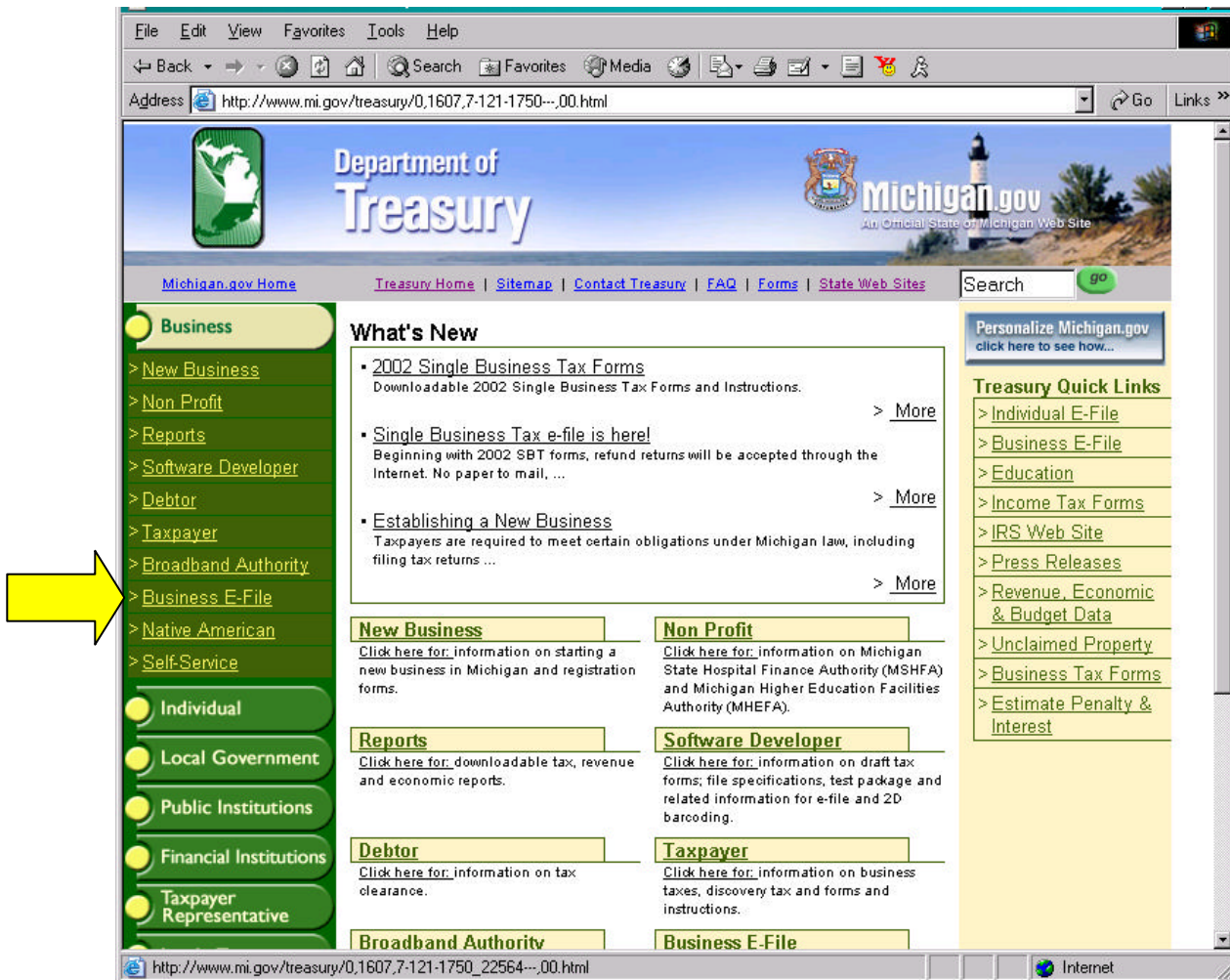
You will file your tax report by accessing the State of Michigan, Department of Treasury website. There are two ways to access the Motor Fuel E-File Information page.

The Internet address for the State of Michigan, Department of Treasury website is <http://www.michigan.gov/treasury>. The Motor Fuel information is located in the “Business” category under “Business E-File”.

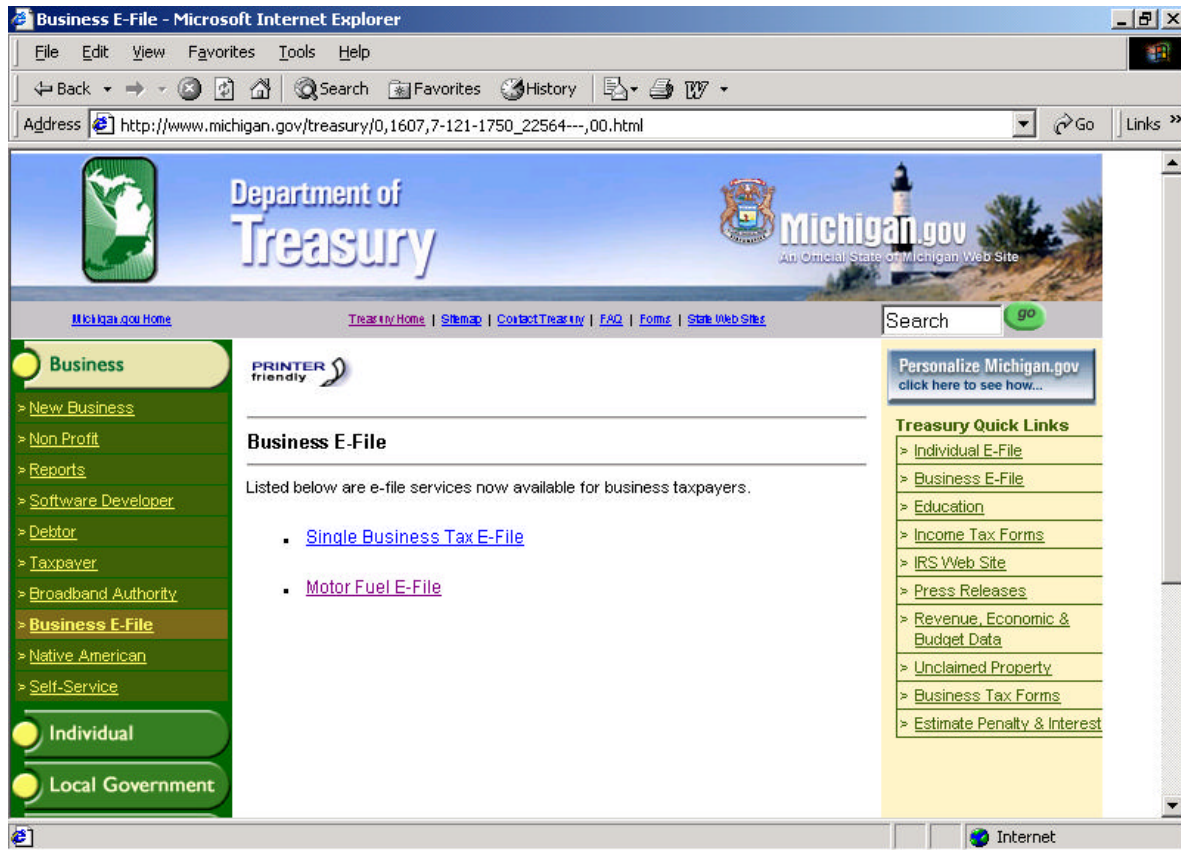
**Click on “Business” from the Treasury home page:**



Click on “Business E-File” from the Business page:



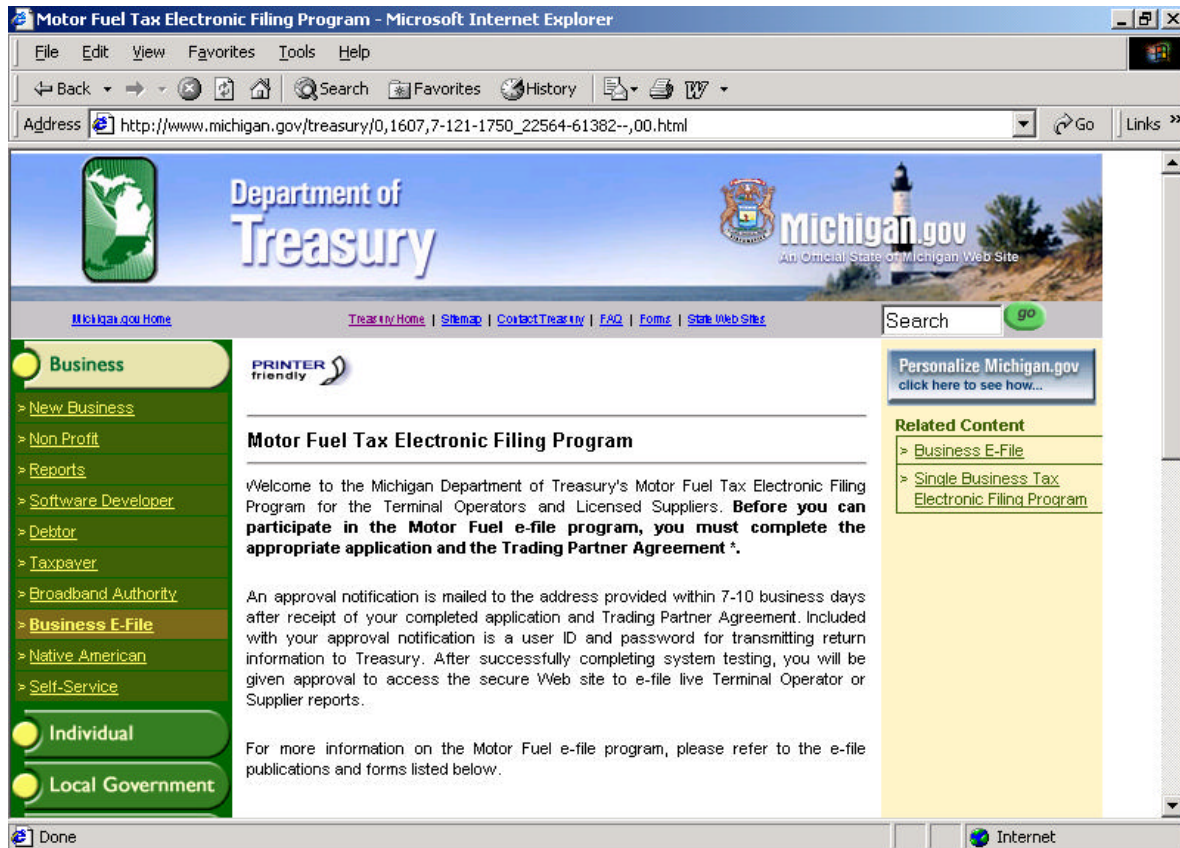
Click on “Motor Fuel E-File” to proceed:



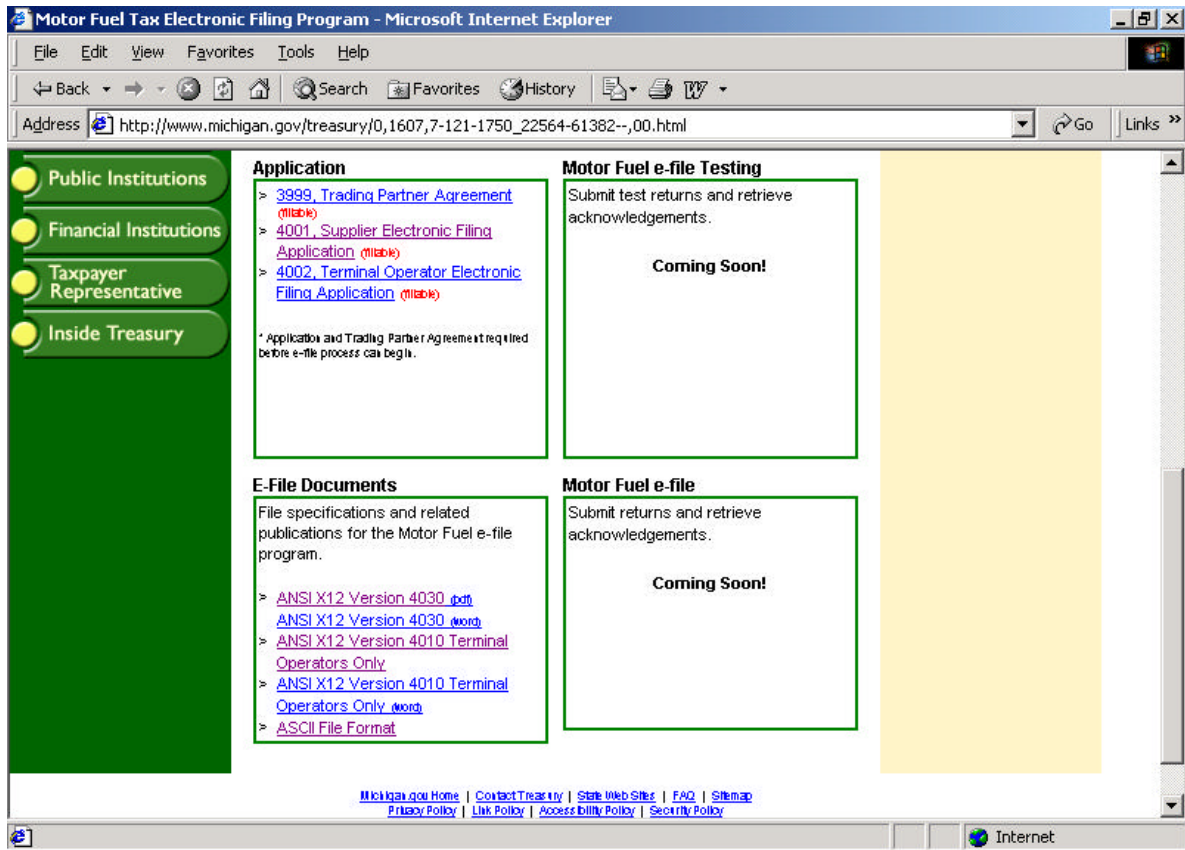


You may also access the Motor Fuel E-File information page by using this website: <http://www.michigan.gov/motorfuelefile>. If necessary, use your scroll bar to locate the Motor Fuel E-File options listed on the page.

**Motor Fuel E-File information page: -top of page (more below)**



## Motor Fuel E-File information page: (scrolled down)



After selecting the “Motor Fuel E-file” box, the “Michigan Motor Fuel E-Filing System” secure log-in screen will appear.

Enter your user-id and password exactly as they were listed in the letter you received from the Department of Treasury. Keep in mind that passwords are case sensitive. If you receive an error, check to ensure that you do not have CAPS LOCK on, then retry.

You have limited attempts to login to the system. if you fail to login, your account will be locked. If this occurs, please call the Customer Contact Division, Special Taxes Section at (517) 636-4600 to have your account released.

The screenshot shows a web browser window titled "FTP LOGIN PAGE - Microsoft Internet Explorer". The address bar displays "http://value40e06d13/Pro Upload/Login.asp". The page header features the "Department of Treasury" logo and the "Michigan.gov" banner. Below the header is a navigation menu with links: "Michigan.gov Home", "Treasury Home", "Site Map", "Contact Treasury", "FAQ", "Forms", and "State Web Sites". The main content area is titled "CUSTOMER LOGIN" and contains a form for the "Michigan Motor Fuel E-Filing System". The form has two input fields: "Username:" and "Password (case sensitive):", followed by a "Login" button. Below the form is a section titled "Notice to the User" with four bullet points: 1. For security purposes, please enter the username and password that were supplied to you by The State of Michigan. If you do not have this information, please call the Customer Contact Division, Special Taxes Section at (517) 636-4600 to receive further instructions. You may also reference the instruction manual available online by clicking here [Motor Fuel E-File Instructions](#). 2. You will have limited attempts to login to the system. If you fail to login, your account will be locked out. If you are locked out, please call (517) 636-4600 to have your account released. 3. If you receive an error message indicating that your browser does not support 128-bit encryption, you must upgrade your browser. Please follow this link for assistance in resolving this issue. 4. This application works best with a browser of Internet Explorer 5.5 or greater. To upgrade: 

- Internet Explorer Users - Please refer to the [Microsoft Downloads Web Site](#) for more instructions and downloads.
- Netscape Users - Please refer to [Netscape's Downloads Web Site](#) for more instructions and downloads.

Graphic 1.7

After successfully completing your log- in you will be directed to the upload web page, shown in Graphic 1.8.

FTP Welcome Page - Microsoft Internet Explorer

Address: http://valued-40e06d13/Proj\_Upload/prod02.htm

Department of Treasury Michigan.gov

[Michigan.gov Home](#) | [Treasury Home](#) | [Sitemap](#) | [Contact Treasury](#) | [FAQ](#) | [Forms](#) | [State Web Sites](#) | [French Version](#)

### MOTOR FUEL E-FILE

Welcome,

- If you are both a terminal and a supplier you must submit the files separately, unless you are an EDI filer and your tax data is combined into one file.
- Required fields are indicated with an asterisk ( \* )

\* Select the type of tax report from the drop down menu.  ← Step 1

\* Is this is an original or amended file? Original ☐ Amended ☐ ← Step 2

\* Select the filing period from the drop down menus.   ← Step 3

\* Use the browse button to select the file that you want to submit. You must select a file that uses your approved format.  Browse... ← Step 4

Thank you for using the Motor Fuel E-Filing system.   ← Step 5

Graphic 1.8

## Uploading your Files

After entering your correct user-id and password, you will be directed to the upload web page shown in Graphic 1.8 above. This is a secure website, which can only be entered from the login page.

Please follow the steps described below to submit your tax report electronically.

**Step #1** – Select the type of tax report you are submitting. EDI filers may select the “Combined” filing option if you are transmitting a file that contains your Supplier **and** Terminal Operator data. All other filers **must** send each file individually. After you have uploaded the first file and received a confirmation number, the system will provide the option to upload another file or exit the system.

Step #2 – Choose whether you are submitting a new or amended filing.

**NOTE:** *For your first submission and for testing purposes only, we are asking that you send all files as “new”. Once your account status is changed to active, you may send both new and amended files, as appropriate, via this website.*

Step #3 – Select the period for which you are filing. This field will be populated with data retrieved from your profile. For instance, if you are a filer who only files quarterly, the system will reflect this information. If the period for which you are attempting to file does not appear, please call the Customer Contact Division, Special Taxes Section at (517) 636-4600.

Step #4 – The browse button will assist you in locating your file on your computer. When you select the browse button a pop-up box will appear from which you may select your file. If you prefer you may manually enter the path to the file. Please ensure that you type in the complete and correct path, i.e. **c:\upload\_files\myfile.xml**.

**Note to filers:** We suggest that you apply a file naming convention to assist you in naming and retrieving files. Choose something that will assist you in your efforts to archive the files sent. For instance, if you name the first file you send with a generic name such as “mytaxinfo1.txt”, and then for the next month you name the file “mytaxinfo2.txt”, it can quickly become confusing as additional files are created.

A simplistic approach to naming your files could be to add the period for which you are filing to the document name. “Tax0901info.txt”, for instance, 09 reflects September and 01 reflects the year 2001. Such a naming convention clearly indicates the month and year for which the file was sent. This method also provides benefits for your own record keeping. Please note that this is a suggestion and NOT a mandatory requirement for using the web filing process.

Step #5 – Click the submit button to electronically send the file to the secure drop box. This may take a few minutes depending on the file size and connection speed so please be patient.

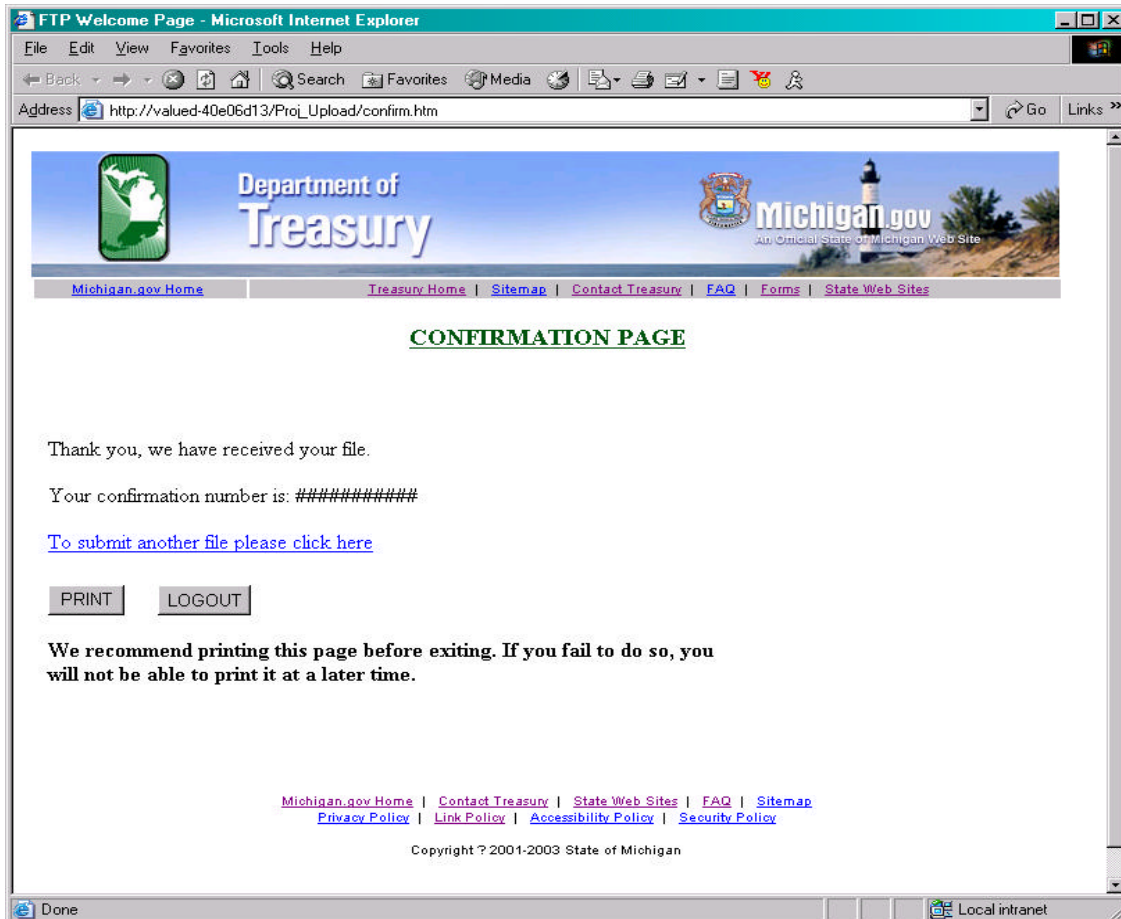
## Confirmation and Print

After the file has successfully uploaded, a confirmation page will indicate your file was received. Your confirmation number is also contained on the confirmation page. We suggest you maintain a record of your confirmation number by either printing this page or by making a written record of your confirmation number. To print the page, click on the “print” button. The confirmation number will allow you to track your file as it traverses through the system.

Please note that if you press the Exit button without printing, you will not be able to re-generate or retrieve your confirmation number.

## Sending a Second File

If you have a second file to send, from the confirmation page, click the “To submit another file, please click here” link which will take you back to the upload screen. This step will be required for companies who are both suppliers and terminals and who are required to submit two separate reports. Please follow the same process you have just completed to send the second file.



Graphic 1.9

## Exiting the System

When you have finished uploading files, click the “LOGOUT” button and you will return to the Michigan Motor Fuel E-File Page.

## First-Time Users - How to Test Your EDI File

Once you receive your user-id and password, you must submit a “test” file. This is a single file that will provide the Department of Treasury with the opportunity to ensure that your file format is compatible throughout the system. If the file fails or creates an error at any point, you will be notified via telephone with the details of the problem. You will then be asked to correct and resubmit the file. The process outlined in this manual will assist you in submitting your test file. The steps for submitting remain the same, with the only difference being that you will use the link in the box labeled Motor Fuel E-File Testing in graphic 1.6. Please note that you will NOT receive a confirmation number during the testing phase.

After you have successfully submitted a file, and the data passes through the system without error, you will be contacted and asked to resubmit the file for production and processing of the information into a tax return. The first filing you send will NOT be used to create a tax return. It is therefore imperative that you re-submit the file as soon as you are asked to do so. You should have to send each test file only once, however if there are errors or problems, you may have to resubmit the file. Two successful transmissions containing different file periods must be tested successfully before we will move a filer into production mode.

## Questions

If you have any questions regarding this manual or any of the steps involved in filing your tax return electronically, please call the Customer Contact Division, Special Taxes Section at (517) 636-4600.

It is our hope that your participation in the electronic filing program will be both simple and rewarding. We here at the Department of Treasury look forward to working with you in this exciting new initiative.